

**ANNUAL MEETING of
BRETTENHAM AND KILVERSTONE PARISH COUNCIL
held at the KILVERSTONE ESTATE OFFICE
on Tuesday 9th May 2023 at 1830**

1. Election of Chairman and Vice Chairman

The Interim Chairman opened the meeting by welcoming everyone to this Annual Parish Council Meeting.

He then asked for nominations to take the chair of the Parish Council. Councillor Exton proposed and Councillor Dawson seconded a motion that Councillor Engwell be elected as Chairman and this was carried unanimously.

RESOLVED: Councillor M Engwell OBE be re-elected Chairman for the year ensuing.

The Chairman then asked for nominations for Vice Chairman. Councillor Engwell proposed and Councillor Wright seconded a motion that Councillor Bick be elected as Vice Chairman and this was carried unanimously.

RESOLVED: Councillor R Bick be elected Vice Chairman for the year ensuing.

The newly appointed Chairman and Vice Chairman signed the acceptances of office. The remaining councillors also signed their acceptances of office.

2. Members Register of Interests

The Clerk asked Councillors for any updates to their Notices of Interest. No changes were registered though new councillor John Skirving had completed and signed the form.

3. Attendance The following were present: Councillors Engwell, Exton, Dawson, Bick, Skirving, Hughes and Wright.

Also in attendance: Councillor Sam Chapman-Allan Breckland Leader and Councillor Robert Kybird, Breckland Council.

4. Any Declared Matters of Urgent Business There were none.

5. Any Declarations of Interests There were none.

6. Minutes of the Meeting of 14th April 2023 These having been circulated previously were approved and signed.

7. Matters Arising There were none.

8. Internal Auditor The Clerk outlined that the Ms Sonya Blythe had been a very efficient internal auditor and suggested she be named for next year. Chairman proposed that Ms Sonya Blyth be appointed Internal Auditor and this was seconded by Councillor Dawson and was agreed unanimously.

RESOLVED: Ms Sonya Blythe to be appointed as Internal Auditor.

9. Annual Review of Internal Controls The Chairman reminded the PC of the steps it needed to take to ensure proper financial management was being applied and asked for the PC's agreement to the documents below:

a. Internal Controls

- b. Duties of the Responsible Finance Officer
- c. Annual Review of the Effectiveness of Internal Audit
- d. Annual Review of Internal Controls
- e. Financial Standing Orders

They were then agreed, and signed and attached to these minutes. They will then be shown on the PC web site.

10. Financial Report

Treasurer's Account

Balance CF at 14 April (Last Report): £ 11,352.63

Payments Out:

No Payments Out

£ -

Payments In:

Precept 23/24 £ 3,000.00

Payments In Subtotal £ 3,000.00

Balance at 9 May 2023 £ 14,352.63

Business Instant Access Account

Balance at 9 May (includes interest April 2023) £ 11,611.04

Balance All Accounts at 9 May 2023 £ 25,963.67

11. **Annual Report and Annual Accounts** The Annual Report and Annual Accounts had been circulated and the accounts been approved beforehand by the Internal Auditor and agreed by the PC. The Annual Report was then agreed and signed by the Chairman

The Chairman then asked that the Annual Accounts be agreed. Councillor Wright proposed and Councillor Dawson Seconded seconded a motion that the Annual Accounts be adopted. This was agreed unanimously. The AGAR was then signed by the Chairman and countersigned by the clerk.

RESOLVED: The Annual Accounts for year to be adopted.

12. Planning

- a. King Fisher Lake
<http://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=3PL/2023/0002/F>. This Planning application was discussed briefly but Chairman to confirm that it is within the PCs remit.
- b. Local plan update: No further update.

- c. Councillor Skirving then enquired as to how the Council was advised of Planning Application Submissions and Decision Notices within the area; the Clerk explained that a weekly email was sent out to her and then forwarded onto Councillors. Councillor Skirving then expressed a wish to be involved in reviewing future applications.

13. Greater Thetford Partnership

Councillor Chapman-Allen reported that Jack Weaver's replacement was due to be announced towards the end of June.

14. Kilverstone Alms Houses

- a. Despite several attempts to contact P Kybird, there has been no further progress in getting a building certificate for no. 2 as Breckland has stated that there are outstanding issues.
- b. Income from rent £778.02 and this came to a total of funds of £35,033.20.
- c. Councillor Hughes mentioned an Almshouse training course on 27th June for 'new to the job' trustees. After discussion it was agreed that this would be beneficial to both Councillor Hughes and Councillor Skirving to attend these. Councillor Skirving volunteered to assist with the Almshouses.

15. Reports by Members

- a. **Environmental and CPRE** Nothing to report
- b. **Community Safety/Speeding** More increased reports on speeding. NCC has been approached for a sign at the side of the road and extend the 30mph speed limit throughout Rushford.
- c. **Rural** Nothing to report.

16. Correspondence for information

- a. No further correspondence.

17. Dates for next meeting

1. The dates for the next full meetings for the year ensuing were decided as per below, all at 7pm in the Kilverstone Estate Office:
 - 9th May 2023 (AGM and APM)
 - 11th July 2023
 - 12th September 2023
 - 14th November 2023
 - 9th January 2024
 - 12th March 2024

The meeting finished at 19.00hrs

Minutes agreed:

M Engwell OBE
Chairman

Date: